

POSITION DESCRIPTION

OSER-DMRS-10 (Rev. 08-2013) State of Wisconsin
Office of State Employment Relations

1. Position No.
039149

2. Cert / Reclass Request
No. **16-0068**

3. Agency No.
437

4. NAME OF EMPLOYEE

4. DEPARTMENT, UNIT, WORK ADDRESS:

**Department of Children and Families
Division of Safety and Permanence
Bureau of Permanence and Out-of-Home Care
Out-of-Home Care Section**

6. CLASSIFICATION TITLE OF POSITION

Social Service Supervisor

7. CLASS TITLE OPTION (to be filled out by Human
Resources Office)

8. NAME AND CLASS OF FORMER INCUMBENT
Katie Sepnieski, Social Services Supervisor

9. AGENCY WORKING TITLE OF POSITION

Regional Permanency Supervisor, Region 2

10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR
DUTIES
Frances Bass, Social Service Supervisor

11. NAME AND CLASS OF FIRST-LINE SUPERVISOR

Jonelle Brom, Out-of-Home Care Section Chief

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE
PERFORMED THE WORK DESCRIBED BELOW?
July 2014

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? ☒ Yes ☐ No IF YES,
COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).

14. POSITION SUMMARY _ PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %

GOALS AND WORKER ACTIVITIES

(Continue on attached sheets)

See Attached

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on
Page 2)

a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☐ general.

b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions
assigned my position. (Please initial and date attachments.)

Signature of Employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:
☐ P-FILE ☐ SUPERVISOR

☐ EMPLOYEE

☐ CERT REQUEST COPY

CLASSIFICATION TITLE- SUB-TITLE

POSITION SUMMARY

This position serves as the Regional Permanency Supervisor for Region 2, which includes twenty-six counties in the southern portion of Wisconsin. The position directly supervises six State Permanency Consultants. The position is responsible for ensuring permanency and consultation activities occur in each of the regional counties for children and youth in out-of-home care. Areas of policy direction and implementation include Permanency Roundtables, Family Find and Engagement, Permanency Planning and other permanency consultative support to counties. In addition, the position will identify areas of technical support and training needed by county staff. Responsibilities include supervision of state SPC staff and support the development of statewide policies and procedures

(Rated PD

Only)

<u>TR1</u>	<u>TR2</u>	<u>TIME</u>	<u>GOALS AND WORKER ACTIVITIES</u>
------------	------------	-------------	------------------------------------

30%

A. Direct and oversee development and implementation of statewide policies, procedures and activities related to permanency services to children and families, and programmatic priorities

- A1. Development and implementation of policies, procedures and activities related to permanency options for children and adolescents.
- A2. Coordinate all PRT activities within the region and support other regions in consultation with the PRT program lead and section priorities.
- A3. Provide direction and oversight of PRT activities within the region.
- A4. Review work done by Permanency Consultation Staff to ensure timeliness, completeness, and accuracy of the information.
- A5. Provide direction and oversight of the Family Find and Engagement model to ensure counties are following Act 79, State Statutes, Administrative Rules, and the Child Welfare Ongoing Standards.

30%

B. Selection, supervision and training of unit staff

- B1. Interview and select staff to achieve sections objectives.
- B2. Develop and implement procedures for appropriate staff training.
- B3. Establish a section work plan and priorities for the accomplishment of section and office priorities.
- B4. Perform a key role within the Bureau that identifies and enhances collaborative partnerships with counties and tribes.
- B5. Assign work to regional section staff and review work products. Ensure staff coordination with other units of the Department, advisory groups and local agencies.
- B6. Review staff work performance and evaluate staff through the PPD process.
- B7. Recommend disciplinary action when necessary.

30%

C. Direct and oversee the initiation of appropriate studies, data analysis and reports related to programmatic priorities.

- C1. Identification of priority issues related to permanency activities.

- C2. Manage the coordination and completion of assignments and initiatives by staff, and statewide training program for county and region.
- C3. Articulate actionable technical changes to support the Department's permanency efforts
- C4. Ensure coordination and completion of special assignments and initiatives as required by the Department in areas Permanence and Out-of-Home Care.
- C5. Establish and maintain liaison with stakeholders.

10%

D. Direct and oversee the implementation of Training and Technical Assistance Plans.

- D1. Identify training and technical assistance needs of county staff related to permanency.
- D2. Develop and plan to provide such training and technical assistance needed by county and providers.
- D3. Assess effectiveness of training and technical assistance.

KR1 KR2 KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the child welfare system, out-of-home care, and permanency options
2. Knowledge of effective management practices and principles.
3. Knowledge of relevant state and federal statutes, administrative rules, and policies affecting programs within the section and bureau.
4. Knowledge of social work theory, principles and practice in the field of human services.
5. Knowledge of the content and impact of the Indian Child Welfare Act and the procedure for handling out-of-home care cases involving Indian children and families.
6. Knowledge of the eWiSACWIS system.
7. Skill in organizing and managing multiple priorities.
8. Skill in team building and quality improvement.
9. Skill in verbal and written communication.
10. Skill in managing and interpreting data related to child welfare.
11. Ability to plan, assign, and evaluate the work of staff representing diverse populations and professional disciplines.
12. Ability to establish and maintain effective collaborative relationships with administrative staff, management staff, professional staff, colleagues, and the general public.

Supervisor Exclusion Analysis
Wisconsin Human Resources Handbook Ch. 324
Compensation and Labor Relations Issue Date: March 1998 Revised: February 2013

This information is to be provided by the position's supervisor and reviewed by the agency central office human resources representative for both filled and vacant positions and must be submitted as part of any position description (PD) for a position performing supervisory responsibilities (i.e., if # 13 of the PD is checked YES). This information will be used to determine (1) if the position is performing supervisory functions and thus should be allocated to a supervisory classification and (2) what supervisory classification is appropriate based on the total duties of the position.

According to s. 111.81(19), Wis. Stats., a supervisor is any individual "who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, or to adjust their grievances, or to authoritatively recommend such actions" and "whose principal work is different from that of the subordinates." The criteria used by the Wisconsin Employment Relations Commission (WERC) to apply this definition include: the authority to effectively recommend the hiring, promotion, transfer, discipline or discharge of employees; the authority to direct and assign the workforce; the number of employees supervised (typically a minimum of 3 FTE permanent employees); the amount of time spent supervising; the number of other persons exercising greater, similar or lesser degrees of authority over the same employees; the level of pay, including an evaluation of whether the supervisor is paid for skill or supervision of employees; whether the supervisor is primarily supervising an activity or is primarily supervising employees performing the activity; whether the supervisor is a working supervisor or whether he/she spends a substantial majority of his/her time supervising employees; and the amount of independent judgment and discretion exercised in the supervision of employees. The WERC ultimately determines the appropriateness of supervisory exclusions.

Position Identification Data

1. Name of Employee (if filled): _____
2. Civil Service Classification: Social Services Supervisor
3. Department and Division: Department of Children and Families, Division of Safety and Permanence
4. Bureau, Section and Unit (or comparable): Bureau of Permanence and Out-of-Home Care
5. Name and Classification of Supervisor: Jonelle Brom, Section Chief
6. Name and Complete Civil Service Title of Former Incumbent (if any): Katie Sepnieski, Social Services Supervisor

7. Supervisory Responsibilities

- a. In view of the definition statement and criteria listed in the second paragraph of this form, does the incumbent of this position:

(1) have the responsibility for directly supervising the activities of other classified employees?

☒ YES ☐ NO

(2) have the responsibility for supervising the activities of lower level supervisors?

☐ YES ☒ NO

(3) meet the definition statement and criteria?

☒ YES ☐ NO

b. List the official classification titles and number of permanent classified employees (full or part-time) directly supervised by the incumbent. If this position supervises lower level supervisors, indicate the number of employees supervised by the lower level position(s) in parentheses after the classification title of the position. (NOTE: LTE, student, patient/inmate, volunteer, and unclassified employees should be specifically identified since the direction of these individuals is not considered to warrant supervisory status.)

Social Worker Sr. (six FTE - employees)

Supervisor Exclusion Analysis

c. What percentage of this position's total time is allocated to each of the following?

- | | |
|--|------------|
| 1) Supervisory functions (i.e. hiring, dismissing, disciplining employees, evaluating performance, settling grievances)? | <u>30%</u> |
| 2) Activities relating to supervisory responsibilities (i.e., establishing operating procedures, reviewing work of subordinates, counseling subordinates on performance, training and orienting new employees, performing related administrative functions, etc.)? | <u>30%</u> |
| 3) Performance of other work activities similar to those of the employees supervised? | <u>30%</u> |
| 4) Performance of other non-supervisory work activities different from those of the employees supervised (including program administration)? | <u>10%</u> |

*NOTE: The totals of c.1), 2), 3), and 4) must equal 100%. 100%
*100%

8. Organizational Relationships

List (in order of descending authority) the names and classification titles of all other positions in the employing unit in the chain of command over the employees listed in 7.b.

Fredi Bove, John Elliot, Ron Hermes, and Jonelle Brom

A copy of the organizational chart must be attached for the immediate work unit (i.e., the organizational unit which includes the employees supervised), including the names and classifications of all employees.

9. Supervisory Activities

Is this position identified as a formal step in the employee grievance procedure? ☒ YES ☐ NO
(If no, list below the name and classification of the first formal step in the grievance procedures for the employees listed in 7.b.)

A signature below means the position has been reviewed and you have concluded it meets the definition of supervisor found in s. 111.81 (19), Wis. Stats.

Supervisor _____ Date _____

Human Resources Representative _____ Date _____

To be completed by Incumbent (for filled positions):

☐ I agree with the preceding statements.

☐ I do not feel that the preceding statements are accurate for the reasons indicated below.

☐ No Comment

Employee Signature _____ Date _____